

Bylaws of the Niwot Elementary School  
Parent Teacher Advisory Council

ARTICLE I: NAME, DESCRIPTION & MISSION

Section 1: NAME – The name of the organization shall be Niwot Elementary School Parent Teacher Advisory Council (NES PTAC). The NES PTAC is located at Niwot Elementary School, 8778 Morton Road, Niwot, CO 80503.

Section 2: DESCRIPTION – The NES PTAC is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code. The NES PTAC 501(c)(3) taxpayer ID number is 84-1519662.

Section 3: MISSION – The mission of the NES PTAC is to support the education of students at Niwot Elementary School in a collaborative effort among the Principal, parents and staff. The NES PTAC will endeavor to enhance and support the educational experience at Niwot Elementary School, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at Niwot Elementary School through volunteer and financial support. This organization shall not seek to direct the operational activities of the school.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of Niwot Elementary School students, as well as the Principal and the staff at Niwot Elementary School. Members have voting privileges, one vote per member.

ARTICLE III: OFFICERS

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Section 1: EXECUTIVE BOARD – The Executive Board shall consist of **eight or nine** officers, including: President, Vice President, Vice President of Fundraising, Treasurer, **Financial Secretary (when approved)**, Recording Secretary, and Communications Secretary. The School Principal and a Teacher Delegate are also members of the Board.

Section 2: TERM OF OFFICE – The term of office for all officers is one year,

beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of the following year. Officers may serve no more than two (2) consecutive terms in the same office.

Section 3: QUALIFICATIONS – Any NES PTAC member may become an officer of the NES PTAC. The Teacher Delegate will be selected by a process determined by the School Principal.

#### Section 4: DUTIES

Executive Board: Establish and oversee committees to conduct the work of the NES PTAC, approve the Plans of Work of all officers and committee chairs, create committees, and fill vacancies of officers and committee chairs. Develop and present an annual budget to NES PTAC members for adoption, establish fundraising programs and approve routine bills within the limits of the budget. Transact necessary business in the intervals between NES PTAC meetings and such other business as may be referred to it by the NES PTAC and present a report at the regular meetings of the NES PTAC.

Under certain circumstances, as approved by PTAC membership, the administration of financial duties will be performed by two individuals. When this situation occurs, the position of Financial Secretary will be voted upon and implemented for that fiscal year in conjunction with the regular Treasurer position.

In addition to the responsibilities of loyalty, exercising good faith and

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reasonable judgment for matters that come before the executive board, the Executive Board shall disclose all conflicts of interest, each year. Each officer will sign the Conflict of Interest Policy for Niwot Elementary PTAC at the beginning of his/her term.

President: Preside at general NES PTAC meetings and Executive Board meetings, prepare agendas for official NES PTAC meetings, serve as the official representative of the NES PTAC, and conduct a review of these Bylaws and any amendments prior to leaving office. In order to serve as President of the NES PTAC an individual must have served in an Executive Board position for at least one year.

Vice President: Assist the President, chair meetings in the absence of the

President, serve as liaison to committee chairs of the NES PTAC, collect monthly committee reports, and with the Treasurer, reconcile the accounts monthly. The Vice President shall also contact parents of children who start school after the first day to welcome them, answer questions and invite them to participate in the NES PTAC.

Vice President of Fundraising: Recruit and support committee chairs for key fund-raising events. Continue to monitor the success of fundraisers and to recommend changes to fund raising objectives and strategies at NES.

### Single Person Financial Administration:

Treasurer: Serve as custodian of the NES PTAC's finances, **record all transactions in online accounting system**, collect revenue, pay authorized expenses, **perform reconciliation functions, perform financial mail correspondence, perform budgeting functions (track, report, and plan for following year)**, follow all financial policies of the NES PTAC, and hold all financial records.

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At the expiration of his/her term of office, the Treasurer shall turn over to his/her successor all monies, records and any other property of the organization in his/her possession.

### Two-person Financial Administration:

Treasurer: **Serve as custodian of the NES PTAC's finances, record all transactions in online accounting system, perform reconciliation functions with corresponding records, perform budgeting functions (track, report, and plan for following year), follow all financial policies of the NES PTAC. Support Financial Secretary functions, as needed.**

Financial Secretary: **Collect revenue, pay authorized expenses, perform financial mail correspondence, maintain physical documents and hold financial records, follow all financial policies of the NES PTAC. Support Treasurer functions, as needed.**

**At the expiration of his/her term of office, the Treasurer and Financial Secretary shall turn over to his/her successor(s) all monies, records and any other property of the organization in his/her possession.**

Recording Secretary: Record and distribute minutes of all Executive Board meetings to Executive Board members, record and post minutes of all

general NES PTAC meetings to the NES PTAC website, retain all official records of the NES PTAC, and hold historical records for the NES PTAC.

Communications Secretary: Create and manage communications and marketing for the NES PTAC, including but not limited to NES PTAC newsletters, email communications, website updates and maintenance, bulletin boards, etc.

Section 5: ELECTIONS – Election of officers shall be conducted as follows:

Officers (President, Vice President, Vice President of Fundraising,

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Treasurer, **Financial Secretary**, Recording Secretary, and Communications Secretary) will be elected by the voting members at the organization's meeting in April. **The position of Financial Secretary will be filled on an as required basis.**

A. Nominations for officers shall be made at the March meeting.

Section 6: BOARD MEETINGS – The Executive Board shall meet monthly during the school year, or at the discretion of the President.

### **Section C Removed**

For the purpose of the Executive Board decision-making, the majority vote of the Executive Board members shall suffice.

Section 7: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 8: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a NES PTAC member to fill the vacancy for the remainder of the officer's term. If there is a vacancy in the office of President, the Vice President will fill the President's seat.

## ARTICLE IV: MEETINGS

Section 1: GENERAL NES PTAC MEETINGS – General NES PTAC meetings shall be held to conduct the business of the NES PTAC. Meetings shall be held monthly during the school year, or at the discretion of the Executive

Board.

Section 2: VOTING – Each member in attendance at a NES PTAC meeting is eligible to vote, one vote per member. Absentee and proxy votes are

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allowed. A member may make a written proxy directing the NES PTAC Recording Secretary to vote a particular way on a particular issue. If this is done, the member is deemed to be present for purposes of quorum, and the vote is taken according to the direction of the written proxy. However, the proxy is only good for the specific issues identified in the proxy, and the authority is only to vote as directed by the proxy.

Section 3: QUORUM – Two thirds of those NES PTAC members present at a meeting constitute quorum for the purpose of voting.

#### ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR – The fiscal year of the NES PTAC begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of the following year.

Section 2: BANKING – All funds shall be kept in a checking account in the name of NES PTAC and held at a local financial institution. Two signatures of the Executive Board shall be required on all checks, and NES PTAC shall have at least three authorized signers. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household.

Section 3: REPORTING – All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer and Vice President shall reconcile the account(s) monthly and report all financial activity monthly. The NES PTAC shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE – The organization shall leave a minimum of \$5,000 in the treasury at the end of each fiscal year.

Section 5: BUDGET SURPLUS – In the case of a budget surplus, an ad hoc committee will be formed to work in cooperation with the Principal to determine how such monies will be spent. Any decisions on budget surplus spending will be presented to the NES PTAC membership for approval.

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Section 6: CONTRACTS – Authority to sign contracts is limited to the President or the President’s designee. The Recording Secretary will hold all copies of NES PTAC contracts.

#### ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any NES PTAC member. Amendments presented at a NES PTAC meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

#### ARTICLE VII: DISSOLUTION

In the event of dissolution of the NES PTAC, any funds remaining shall be donated to Niwot Elementary School.

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

These bylaws were adopted on February 18, 2014.

Amended: **February 21, 2017**